

*Missouri  
Department  
of Transportation*



**Springfield Area District**  
3025 East Kearney  
M.P.O. Box 868  
Springfield, MO 65801  
(417) 895-7600  
Fax (417) 895-7533  
Toll free 1-888 ASK MODOT  
[www.modot.org](http://www.modot.org)

[Date]

[Owner Name]

[Owner Address]

[Owner City], [Owner State] [Owner Zip]

RE: Permit [Permit Number]  
[County] County, [Route]

Dear [Owner Contact]:

Enclosed please find a Notice to Remove Outdoor Advertising regarding permit [Permit Number]. Below is a photograph of the sign for your reference.

For additional information regarding outdoor advertising rules and regulations, please log onto [http://www.modot.org/business/Outdoor\\_Advertising](http://www.modot.org/business/Outdoor_Advertising). If you have any questions, please contact me at [Phone Number].

Sincerely,

[Permit Specialist]

[Permit Specialist Title]

Enclosure(s)

